United Nations ST/IC/2001/30

Secretariat

20 April 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations internship programme**

1. The purpose of the present circular is to inform staff members about the arrangements for the internship programme at Headquarters pursuant to ST/AI/2000/9.

I. Application procedure

Eligibility requirements

2. The Secretary-General may accept interns provided the following conditions are met:

(a) Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or

(b) Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies towards the completion of a degree at a university or equivalent institution.

Internship periods

3. There are three internship periods each year: spring, mid-January to mid-March; summer, early June to early August; and fall, mid-September to mid-November.

Required documents

4. Graduate students who meet the eligibility requirements for an internship with the United Nations and who wish to be considered must submit the official United Nations internship application form (form P.135), which is annexed to the present

* Expiration date of the present information circular: 31 December 2003.

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circular and is also available online at *www.un.org/Depts/OHRM/intern.htm*. Applicants must also submit a copy of their most recent resume or curriculum vitae and an essay setting out the reasons for which they are seeking an internship with the United Nations.

Submission of applications

5. Applications are to be forwarded to the Office of Human Resources Management, preferably by email (OHRM_interns@un.org), no earlier than 12 months and no later than 4 months prior to the desired internship period. Applications may also be faxed to (212) 963-3683 or mailed to the following address:

Internship Coordinator
Office of Human Resources Management
Room S-2590 D
United Nations
New York, New York 10017
United States of America

6. Applicants who are selected will be requested to sign the "Internship agreement for the United Nations", contained in the annex to ST/AI/2000/9, and to provide a medical certificate stating that they are in good health.

II. Working conditions

7. The terms of the internship programme are set out in sections 3, 4 and 5 of ST/AI/2000/9. The internship programme is normally on a full-time basis. Interns are expected to work five days a week in the department/office that has selected them, under the supervision of a staff member. During the internship session, interns will be provided with a desk, phone and computer access. Interns do not receive a salary or emoluments from the United Nations.

8. Supervisors are responsible for the content of the assignment of the intern, which should, where feasible, be explained fully to the intern prior to the commencement of the internship. Terms of reference describing the content of the tasks and responsibilities of the internship assignment should be prepared.

9. An orientation programme for all new interns will be offered by the Office of Human Resources Management at the beginning of each internship period. The Internship Coordinator will be available to assist supervisors and interns throughout the period, as needed.

III. Evaluation

10. At the end of the internship, the supervisor should prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide constructive feedback.

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Headquarters Internship Programme Application Form*

I. PERSONAL DATA			
1. Family name (surname):		2. First name (given name):	
3. Gender:	4. Date of birth (dd/mm/yy):	5. City/Country of birth:	6. Present nationality:
7. Nationality at birth:	8. Present address:		
9. Permanent address:			

II. EMERGENCY INFORMATION		
In case of emergency, please notify:		
10. Family name (surname):		11. First name (given name):
12. Relationship to applicant:	13. Address/Telephone:	

* Please type in English or French (a reference to a c.v. is not sufficient). Applications should be submitted by e-mail (ohrm_interns@un.org), if possible, or by mail or fax. Handwritten applications will not be accepted.

III. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION

Higher Education (College/University):
Clearly state the title of the degree(s), the exact starting date and the date when the degree of the current program enrollment ("education to be completed") will be obtained. Proof of enrollment in a second university level program (for instance a Master's Degree programme) or higher education (for instance a Ph.D. programme) during the requested internship period may be required at a later stage in the selection process.

14. **Current Education:**

Institution Name, City, Country	Attended		Degrees obtained	Major subjects of study
	from (m/y)	to (m/y)		

15. **Completed Education:**

16. **Computer Skills:** ☐ Word-processing ☐ Internet research ☐ Spreadsheet ☐ Database ☐ Web page design ☐ Other:

17. **Publications (if any):**

18. **Knowledge of Languages:**

	Read		Write		Speak	
	Easily	Not easily	Easily	Not Easily	Easily	Not easily
Mother Tongue (please specify):	☐	☐	☐	☐	☐	☐
English:	☐	☐	☐	☐	☐	☐
French:	☐	☐	☐	☐	☐	☐
Other (please specify):	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

19. **Scholarships/Awards:**

20. **Career Plans:**

IV. INTERNSHIP INFORMATION

21. Preferred work assignment: Please indicate **by numbering** in the order of preference **three** main areas in which you would like to be considered for an internship:

_ Accounting & Auditing	_ Environmental Affairs	_ Public Information/Journalism
_ Administration & Management	_ Humanitarian Affairs	_ Social Research
_ Computer Systems	_ Law of the Sea	_ Statistics
_ Demography	_ Legal Affairs	_ Sustainable Development
_ Development Planning & Analysis	_ Library Science	_ Translation & Terminology
_ Disarmament Affairs	_ Peacekeeping Operations	_ Women's Issues
_ Economic Research	_ Political Affairs	

22. Please indicate in order of preference your availability for the internship period:

☐ Mid-January to mid-March ☐ Early June to early August ☐ Mid-September to mid -November

23. Other relevant information:

	Yes	No
a. Have you ever applied for regular employment with the United Nations?	☐	☐
b. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please explain and attach the release document from the authorities.	☐	☐

24. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time.

Signature: (when applying by e-mail, **type** your name)

_____ Date: (dd/mm/yy) _____

Before sending this application, please use the following checklist to verify whether you have followed all necessary steps:

1. All questions in the form have been answered.
2. A curriculum vitae and short written essay (150-250 words) stating your interest in obtaining the internship are attached to the application.
3. The form has been signed by the applicant (see #24 above).

N.B. When the application is submitted by e-mail, please submit all papers as attached documents (preferably in MS Word). Please use your family name followed by your birth date as the file name (example: Smith 15-12-1975). You may type your signature.